

Committee(s)	Dated:
Policy & Resources Committee	11 May 2023
Subject: Appointments to Sub-Committees, Boards and Representatives on other Committees	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 8, 10
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	NA
What is the source of Funding?	NA
Has this Funding Source been agreed with the Chamberlain's Department?	NA
Report of: The Town Clerk & Chief Executive	For Decision
Report author: Polly Dunn, Principal Governance and Member Services Manager	

Summary

The appointment, composition and terms of reference of the Policy & Resources Committee's sub-committees are considered annually, together with the appointment of its representatives on other City Corporation Committees. The opportunity is also taken to review the frequency of the Committee's meetings. Following their introduction in October 2022, the Committee is also now invited to re-appoint their Lead Members.

Following the various approvals undertaken by this Committee and the Court of Common Council, Policy & Resources Committee will have following sub-committees:-

- a) Resource Allocation Sub-Committee
- b) Communications and Corporate Affairs Sub-Committee;
- c) Civic Affairs Sub-Committee;
- d) Member Development and Standards Sub-Committee;
- e) Capital Buildings Board;
- f) Freedom Applications Sub-Committee;
- g) Equality, Diversity and Inclusion Sub-Committee;
- h) Operational Property and Projects Sub-Committee (joint with Finance Committee);
- i) Competitiveness Advisory Board.

The Committee also appoints representatives to serve on a number of other City Corporation committees and sub-committees.

The Committee also appoints Lead Members covering six key themes.

For ease of reference, details of the composition and terms of reference of the Committees, Boards and Sub-committees are set out in the Appendices A-I to this report

together with the details of the representatives appointed to serve elsewhere (Appendix J).

Recommendations

It is recommended that:-

1. Consideration be given to the appointment, composition and terms of reference of the following sub-committees for the ensuing year:-
 - a) Resource Allocation Sub-Committee
 - b) Communications and Corporate Affairs Sub-Committee;
 - c) Civic Affairs Sub-Committee;
 - d) Member Development and Standards Sub-Committee;
 - e) Capital Buildings Board;
 - f) Freedom Applications Sub-Committee;
 - g) Equality, Diversity and Inclusion Sub-Committee;
 - h) Operational Property and Projects Sub-Committee (joint with Finance Committee);
 - i) Competitiveness Advisory Board.
2. Consideration be given to the new SO27(4) and whether any vacancies appointed to by the Court of Common Council, should be advertised for more than a one year term.
3. In line with the newly revised SO27(2), Members endorse the nominee of the Chairman for the Chairmanship of each Sub-Committee, to be presented on the day (not including the Member Development and Standards Sub-Committee – which is subject to separate arrangements)
4. Members note that, subject to their constitution, action will be taken to advertise any sub-committee vacancies to be filled by other Committees (and/or the Court).
5. Members be appointed to represent the Committee on each of the following:-
 - Audit and Risk Management Committee
 - Barbican Centre Board
 - Education Board
 - Local Plans Sub (Planning) Committee
 - Economic & Cyber Crime (Police Authority Board) Committee(see Appendix K for 2022/23 appointments).
6. Representatives be appointed for informal consultation with the Court of Aldermen and the Finance Committee on Mayoralty and Shrievalty Allowances (see Appendix K for 2022/23 appointments); and,
7. Members re-appoint the six Lead Members for: Sustainability, Sports Engagement, SMEs, Innovation in Technology, Advanced Markets and Emerging (High Growth) Markets, as set out in appendix J (see Appendix K for 2022/23 appointments).

Main Report

Background

1. This report considers the appointment, terms of reference and composition of the Policy & Resources Committee's sub-committee. It no longer has any working parties. It also sets out details of the representatives the Committee is requested to appoint to serve on other City Corporation bodies.
2. Unlike previous years, this report now also contains the appointments for Policy Leads. These were new roles originally established by this Committee in October 2023.
3. The Committee is also required to review the frequency of its meetings. It usually meets on a monthly basis (with the exception of recess periods) but last year it met thirteen times, with one meeting cancellation influenced by the death of Queen Elizabeth II.

Current Position

4. There are a number of specific areas of the Committee's work which it has historically determined require greater focus and for which it has created sub-committees. As a result of the conclusion of the Governance Review, the Light Touch Governance Review and subsequent discussions by this Committee and the Court of Common Council, the current proposed suite of Sub-Committees are detailed below, with changes for this civic year summarised:-

Sub-Committees	Summary of changes from 2022/23
Resource Allocation	No changes.
Communication and Corporate Affairs	No changes.
Civic Affairs	Member Learning and Development and Standards responsibilities to be shared with a new Sub-Committee.
Member Development and Standards	New Sub-Committee arising out of the Light Touch Governance Review.
Capital Buildings	No changes. A larger review on all projects and major project governance is underway.
Freedom Applications	No changes.
Equality Diversity and Inclusion	No changes to responsibilities. It is now no longer a joint sub with Corporate Services. It now reports solely into P&R.
Operational Property and Projects	No changes. A larger review on all projects and major project governance is underway.
Competitiveness Advisory	No changes.

4. The Chair (or their nominee) serves in an ex-officio capacity on all the Sub-Committees. On a number, the Sub-Committees, it is proposed that in order to share

responsibility and oversight, the Deputy Chairman or one of the two Vice Chairmen also serve in an ex-officio capacity. Who will act as a representative on each will be determined by the Chairman in discussion with the Deputy and two Vices. All three Deputies will serve on the Resource Allocation and Communication Sub-Committees.

5. Each of the Committee's proposed Sub-Committees and Boards, and the appointments to other committees are considered in turn below. Details of their terms of reference and proposed composition are set out in the Appendices to this report.

Resource Allocation Sub-Committee (RASC)

6. Determining resource allocation in accordance with the City Corporation's strategies is undertaken on behalf of the Committee by the Resource Allocation Sub-Committee, which also performs the role of a Reference Sub-Committee, in that it considers and makes recommendations on matters referred to it by the Grand Committee. Its constitution is determined by the Court.
7. The full composition and responsibilities can be found at Appendix A.
8. RASC is due to meet monthly (except during recess). It met nine times in 2022/23.
9. There are **six** vacancies on this Sub-Committee to which the Grand Committee is asked to appoint this day.

Communications and Corporate Affairs Sub-Committee (CCASC)

10. This Sub-Committee has recently re-focused on all matters relating to the City Corporation's Public Relations, Public Affairs and Communication activities, including any related plans, policies and strategies.
11. The full composition and responsibilities can be found at Appendix B.
12. Following recent discussions at the Sub and Grand Committee this year, Members supported adding reference to matters relating to the promotion of London to the Terms of Reference. This has therefore been included.
13. CCASC is due to meet quarterly. It met four times in 2022/23.
14. There are **five** vacancies on this Sub-Committee to which the Committee is asked to appoint this day. There are four vacancies from the wider Court to be appointed by the Sub-Committee.

Civic Affairs Sub-Committee (CAS)

15. This is to be re-constituted Sub-Committee which will continue with its work with the exception of Member Learning and Development and Standards, which are to fall to a newly established sub-committee. Now, its areas of responsibility include: Hospitality, Ceremonials, Outside Bodies, Benefices, Member Privileges and Member Financial Assistance,
16. The full composition and responsibilities can be found at Appendix C.
17. CAS met eight times in 2022/23.

18. There are **four places** are filled by this Committee on an annual basis, along with four places reserved for Members not on the Committee, to be appointed by the Court.

Member Development and Standards Sub-Committee (MDSSC)

19. This is a new sub-committee which is due to take on Member Learning and Development and Standards, which previously sat within the remit of the Civic Affairs Sub.
20. The full composition and responsibilities can be found at Appendix D.
21. It is proposed that this new body initially meet quarterly.
22. There are **four places** are filled by this Committee. This is to be supplemented by two nominated Members of the Education Board, two from the Corporate Services Committee and two places reserved for the wider Court membership, to be appointed by the Court.
23. The Chair of this Sub-Committee will be the Chief Commoner. This is a departure from SO 27(2), which is within this Committee's gift to waive.

Capital Buildings Board (CBB)

24. CBB remains responsible for the management and oversight of major capital building projects (i.e. those projects with an estimated budget of £100 million or more), together with other such projects which have been referred to it.
25. The full composition and responsibilities can be found at Appendix E.
26. CBB met seven times in 2022/23 although the frequency of meetings has increased in this calendar year to meet with the increased demand in time-critical decisions required from Major Projects.
27. Last year, the body ceased to be a grand committee and was re-appointed as a sub-committee of P&R. To provide some continuity, it had been proposed that the Membership of the Grand Committee be carried over, with existing Members (Alderman Ian Luder, Alderman Gowman and Deputy Edward Lord) to carry out the remaining one, two, and three year of their term (respectively). Alderman Luder has now served his one year and so this place is now 'vacant'.
28. Subject to their willingness to serve, Alderman Gowman has one year remaining on the Board and Deputy Lord has two years. This will leave three vacancies to be filled by the wider Court membership.
29. The Sub-Committee therefore has **three places** to be filled by the Committee this day.

Freedom Applications Sub-Committee (FASC)

30. FASC is responsible for examining and reporting back on any applications for the Freedom referred to it by the Court of Common Council.
31. The full composition and responsibilities can be found at Appendix F.
32. FASC met five times in 2022/23. There is no proposed change in frequency.
33. As with CBB, to provide some continuity, it was proposed that the Membership of the Grand Committee be carried over for one year. This time has now expired. In addition there are two Members to be elected from and by the Court of Common Council.
34. The Sub-Committee has **one place** to be filled by this Committee. Two further Members are to be elected by the Court of Common Council.

Operational Property and Projects Sub-Committee (OPPS) (joint with Finance Committee)

35. This remains a joint sub-committee with Finance Committee and takes on the responsibilities for projects, corporate assets and procurement. Whilst there are no changes within the terms of reference from 2022/23, a projects governance review is currently underway and as such there may be changes necessary to this sub-committee, in due course.
36. For now, the full composition and responsibilities can be found at Appendix G.
37. OPPSC met 10 times in 2022/23. It will continue to meet monthly subject to the projects governance review outcomes.
38. There are **four** vacancies on this Sub-Committee to which this Grand Committee is asked to appoint. Four further Members are to be appointed by the Finance Committee. Up to two Members are to be co-opted from and by the Court of Common Council.
39. Given the joint nature of this Sub-Committee, it was originally proposed that the Chairman and Deputy Chairman of the Sub-Committee be appointed from and by its Membership at its first meeting. This would be a departure to the newly introduced SO27(2), which dictates that the Chair of a Sub-Committee shall be the Chair of the Grand Committee or their nominee. It is within the Policy and Resources Committee's gift to agree a different approach for the only joint sub-committee. However, keeping the ongoing review in mind, Members may wish to consider directly re-appointing the current Chair and Deputy Chair (Alderman Timothy Hailes and Deputy Rehana Ameer, respectively), subject to the agreement of the Finance Committee. This would ensure continuity in leadership through any anticipated change.

Equality Diversity and Inclusion Sub-Committee

40. This sub-committee recently updated its terms of reference, which are far more comprehensive than when originally established in 2022. It oversees a number of EDI-related matters including monitoring policies and practices, assessing how the

City Corporation tackles prejudice in all forms, Member Diversity and much more. It is no longer a joint sub-committee with Corporate Services.

41. The full composition and responsibilities can be found at Appendix H.
42. EDI met three times in 2022/23. It is due to meet quarterly from now.
43. There are **two** vacancies on this Sub-Committee to which this Grand Committee is asked to appoint. Two further Members will be nominated by the Corporate Services Committee and Two further Members are due to be appointed by the Court of Common Council.

Competitiveness Advisory Board (CAB)

44. This working party was established in March 2021 and focuses on questions of competitiveness. In particular, it offers guidance to officers in their delivery of the Corporation's competitiveness strategy and provides expertise and insight to Policy & Resources on the ingredients of global success of UK Financial and Professional Services.
45. The full composition and responsibilities can be found at Appendix I.
46. There are therefore **no places** to be appointed directly from the membership of the Policy & Resources Committee.
47. It was originally proposed in April 2021, that appointments are to be reviewed by the Policy & Resources Committee, yearly with the expectation that Members serve 3-4 years. Four Members of the Court of Common Council were appointed following an interview process in 2021, which means that these appointments are to be reviewed in more detail over the course of 2024-25. Members are, therefore, invited to consider whether to retain or revisit these appointments for the year ensuing.
48. The Chair of the Policy & Resources Committee will act as Chairman and the Chair of the General Purposes Committee of Aldermen will act as Deputy Chairman.

Terms of Service

49. The new SO27(4) states that: "In instances where the Court of Common Council has appointment rights to a Sub-Committee, these will be made for terms of up to four years (to be determined by the appointing Committee)."
50. Consequently, in respect of the Civic Affairs Sub-Committee, Member Development and Standards Committee, Capital Buildings Board, Freedom Applications Sub-Committee and the Equality Diversity and Inclusion Sub-Committee, Members are invited to consider if they feel that terms should be increased from between one and four years.
51. The benefit to increasing the term is an increased continuity. Where vacancies are determined by the whole Court, there is more scope for wholesale change, which means that newer Members need to familiarise themselves with the work of the sub-committee. This SO allows sub-committees to mimic Grand Committees which helps manage turnover of membership, expertise and knowledge.

52. Members of this Committee may, however, believe that this benefit is outweighed by the need to ensure new input and exposure of wider Court on membership on its sub-committees.

Appointments to other Committees and Sub-Committees

53. Subject to any changes by the respective Grand Committees at their first meetings of the Civic Year, the Policy & Resources Committee is required to appoint representatives to serve on the following Committees, Sub-Committees and Boards:-
- **Audit and Risk Management Committee** (one representative)
 - **Barbican Centre Board** (one representative)
 - **Education Board** (one representative)
 - **Local Development Framework Reference Sub (Planning) Committee** (one representative)
 - **Mayoralty and Shrievalty Allowances** (one representative, for the purposes of consultation with the Court of Aldermen and representatives of the Finance Committee)
 - **Economic & Cyber Crime Committee of the Police Authority Board** (one representative)
54. It is also due to appoint to the **Representatives for Consultation with the Court of Aldermen and Finance Committee Representatives on Mayoralty and Shrievalty Allowances** - This is a joint deputation of representatives comprising Aldermen, the Policy & Resources Committee and the Finance Committee. The deputation is responsible for giving detailed consideration to the allowances for expenses for the offices of the Lord Mayor and the Sheriffs for the coming year. Together with the Chair of the Policy & Resources Committee and the Chief Commoner, there is one further representative from this Committee appointed.
55. It should be noted that, when filling the vacancies referred to above, a ballot will be required where expressions of interest in serving on them exceed the number of vacancies.

Lead Members

56. Lead Members for Sustainability, Sports Engagement, SMEs, Innovation in Technology, Advanced Markets and Emerging (High Growth) Markets, as set out in appendix K, were appointed to in October 2022, for a term ending in May 2023.
57. The Role Description and various criteria for each post is set out in appendix J.
58. The original intention was for these roles to be made for one year. Given it has only been six months since the establishment of the roles, that the Committee is invited to consider rolling-over the appointments of the Members listed in Appendix K, to be reconsidered in October 2023.

Appendices

- A- Resource Allocation Sub-Committee
- B- Communications and Corporate Affairs Sub-Committee;
- C- Civic Affairs Sub-Committee;
- D- Member Development and Standards Sub-Committee;
- E- Capital Buildings Board;
- F- Freedom Applications Sub-Committee;
- G- Equality, Diversity and Inclusion Sub-Committee;
- H- Operational Property and Projects Sub-Committee (joint with Finance Committee);
- I- Competitiveness Advisory Board.
- J- Policy Lead Criteria and Role Specifications
- K- 2022/23 Sub-Committee Membership, Representatives on other Committees and Lead Members

Contact:

Polly Dunn

Email: polly.dunn@cityoflondon.gov.uk